

**SUPREME COURT OF INDIA**  
**ADMN. MATERIALS (P&S)**

Last date for submission of  
Tender is **09.11.2022 upto 03:00 PM**

F.No.23/Photocopier/PC-AMC/18/(AM)  
**Dated: 18.10.2022**

**NOTICE INVITING TENDER**  
**FOR AWARDING OF COMPREHENSIVE ANNUAL MAINTENANCE**  
**CONTRACT OF 13 (Thirteen) RICOH MAKE PHOTOCOPIERS (SIMPLEX-**  
**MODEL) AND RATE CONTRACT FOR ITS CONSUMABLES ITEMS**  
**FOR A PERIOD OF TWO YEARS**

Sealed tenders are invited from the manufacturer/authorised dealers of Ricoh India Ltd. for awarding of comprehensive annual maintenance contract for thirteen (13) Ricoh make photocopiers (Simplex Model) and Rate Contract of its Consumable items for a period of two (02) years, as per details below :

<b>S. No.</b>	<b>Make &amp; Model of Photocopier Machine</b>	<b>No. of Machines</b>	<b>Purchase year</b>	<b>At present</b>
1.	Ricoh Simplex Model-MP1813	08	2017-2018	Under CAMC
2.	Ricoh Simplex Model-MP2014	01	2018	Under CAMC
3.	Ricoh Simplex Model-MP2014	02	Apr 2019	Under CAMC
4.	Ricoh Simplex Model-MP2014	02	Oct-Nov 2019	Under CAMC
	<b>Total</b>	<b>13</b>		

Interested parties, if so desire, may contact Branch Officer, Admn. Materials (Maintenance) Branch (Tel.No. 011-23115864) or personally visit at **Reception Counter No. 17 (R&I)** on any working day between 10:30 am and 04:00 pm (except Saturdays & holidays) for any further information.

**A. TENDER**

1. Two separate sealed envelopes should be used for submitting (i) Earnest Money and (ii) Tender Document superscribing (a) “Earnest Money for “CAMC for Ricoh Photocopiers” and (b) “Tender for CAMC for Ricoh Photocopiers” on the cover of the respective envelopes.

**Contd...2/-**

2. If both the envelopes are kept inside a single envelope, it should be specifically written outside the envelopes. Every page must be signed and stamped by the authorized official of the quoting firm, failing which it is liable to be rejected.
3. The tender may be sent by post sufficiently early so as to reach the Registry within time, or may be delivered to the undersigned. If tender is sent through Messenger, an authority letter from the tenderer with proof of identity may also be given to the Messenger so that he/she could show the same along with his own identity proof to the Reception Officer at Reception Counter No. 17 (R&I) for issuance of entry pass.
4. The tenderers are expected to examine all the instructions, Proformas' terms & conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in every respect will be at the tenderers' risk and may result in rejection of the tender.
5. The tender must be received not later than the date & time specified for submitting the same. In case the date of submitting the tender is declared as a holiday by the Govt. of India then the next working day of the Registry will be treated as due date of the tender.

#### **B. TERMS AND CONDITIONS OF TENDER**

6. The tenderers are required to quote their lowest rates for CAMC of Ricoh make photocopiers Model: MP-1813 and MP-2014 and Rate of its consumables as per Annexure-'A' enclosed which should be valid for a period of two years from the date of awarding the contract mentioning percentage of GST/Tax or discount etc.
7. The rates should be valid for a period of two years from date of awarding of the contract. Rates quoted shall include costs of commuting, all spare parts including plastic parts and no separate travelling charges shall be admissible.
8. Registry is not bound to accept the lowest tender and reserves the rights to reject or accept any or all the tenders, partly or completely, at any time without assigning any reason thereof.

9. The tenderer is required to send their tender along with a Demand Draft of **Rs. 5,000/- (Rupees Five Thousand only)** drawn in favour of “The Registrar (Admn.), Supreme Court of India” as **Earnest Money**, by writing the name of the firm, telephone number and name of the items on the reverse side of the Demand Draft. Earnest money will be refunded to the unsuccessful tenderer on their written request after awarding of the Contract to the successful tenderer.
10. The maintenance contract includes thorough check-up and cleaning which includes overall servicing etc. of the Photocopier Machines and keeping them in an excellent working condition and also to attend to the complaints of breakdown. The breakdown calls are to be effectively attended immediately on receipt of the complaint.
11. Hypothetical or conditional Tender will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken.
12. The Registry will deal with the tenderer directly and no middlemen/ Commission agents etc. should be asked by the tenderer to represent the cause and they will not be entertained by the Registry.
13. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid.
14. The Registry reserves the right to make any change, at any time, in the terms and conditions of the Notice Inviting Tender and accept or reject any or all tenders wholly or partly without assigning any reason thereof.
15. The tenderer shall quote rates both in figures and words with blue /black ball pen. In case of any discrepancy, the figures mentioned in words will be considered.
16. The tenderer should submit proof of his domicile in Delhi-NCR along with address of the office.

17. The tenderer should have a well established workshop/infrastructure and should possess minimum three years experience including in the Government Office.
18. Each tenderer has to certify that all the terms and conditions are acceptable to him/her. The Security deposit shall stand forfeited in case of breach of any of the condition.
19. During the subsistence of contract, in case of breach of any conditions or deficiency in service, the Registry has a right to terminate the contract and to entrust the work to another contractor. The loss, if any, sustained by the Registry on that account will be recovered from the tenderer.
20. No Earnest Money shall be required from the suppliers whose names are included in the list maintained by the Registry or from registered suppliers of NSIC/MSME and the dealers on the panel of NICS. A valid certificate/documents with regard to this must be submitted in the EMD envelope.
21. The tenderer shall give an undertaking (**as per Annexure-B**) that the firm/Partners/Director/Proprietor has not been blacklisted and their business dealings with Central/State Government/Public Sector units/Autonomous bodies have not been banned/terminated on the account of poor performance.

### **C. TERMS & CONDITIONS OF THE SUCCESSFUL TENDERER**

22. The successful tenderer shall have to deposit **Performance Security Deposit @ 3%** of the total value of tender by way of “Bank Guarantee” drawn in favour of “The Registrar (Admn.), Supreme Court of India, New Delhi” within a week of the receipt of the work order which will be refunded after 60 days from the date of successful completion of contract or payment of the last bill whichever is later.
23. The successful tenderer shall undertake/ensure that the character and antecedents of each individual employee deployed by them have been got verified by the Police Authorities and record be maintained to this effect and further shall be verified from time to time.

24. The consumables items should be supplied in original packing, which will be inspected by an Inspection Committee comprising of Senior Officers of the Registry and in case the supply is not found strictly in conformity with the approved specifications, the same will be liable to be rejected and the entire supply will have to be replaced with the quality exactly commensurate with the approved specifications at the cost of the tenderer. The decision of the Inspection Committee in this regard shall be final.
25. The payment of the bills will be made on quarterly/half yearly basis after the satisfactory report (with name, designation and Emp. Code) of the concerned officers/users.
26. The vendor would take up of any reported fault/complaint immediately even at odd hours and during holidays and shall rectify the fault immediately as far as possible. The repairs would be carried out on-site itself. No TA will be given. If for some reason, it is not possible to carry out the necessary repairs at the place where the machine is installed, prior permission in writing shall be taken before taking the item to the workshop of the tenderer. **However, in case the machine is not likely to be repaired within 6 hours, the firm would provide a standby for the same till the faulty machine is repaired.**
27. The tenderer shall maintain the equipment as per manufacturer's guidelines and shall use only standard/compatible/equivalent components for replacement. The original specification/characteristics/features of the item shall not be changed without prior intimation to the Supreme Court of India.
28. The Registry shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the personnel deployed by the successful tenderer nor his workers shall have any claim on this Registry for compensation or financial assistance on this account.

29. The contract will be valid and effective for a period of two years. The period of CAMC will be informed after finalization of the contract. The CAMC contract may be extended to Ricoh simplex model photocopiers completing the warranty period in future at the same rate, terms and conditions.
30. It will be open to the Registry of the Supreme Court of India to extend the term of the contract of CAMC on the same terms and conditions for a further period as may be required and if so necessary.

**D. PENALTIES**

31. The Registry reserves the right to terminate the contract at any time during the subsistence of contract, in case of breach of any conditions, or deficiency in service, and to entrust the work to another dealer/vendor and to recover the loss, if any sustained by the Registry from the tenderer.
32. The consumables items are required to be supplied within two days on receipt of the Purchase Order and in case the supply & installation is not done within the stipulated time and the Registry is forced to make purchase from outside to meet the urgent demand, the tenderer will have to make payment of the loss caused to the Registry because of the price difference.
33. Irrespective of the fact as to whether or not the Registry gets the consumables items purchased/ repaired from outside, the Registry may impose penalty of one percent per week subject to maximum penalty of 10% of the total cost of items for delayed delivery of the supply, if delay is due to willful laches or negligence of the tenderer and it causes financial loss or inconvenience to the Registry.
34. The work executed by the firm should be to the satisfaction of the concerned Officer where work has to be executed. If the same is not found satisfactory, the firm will have to do the job again at its own cost. The decision of the concerned Officer and of the Registry in this regard will be final and unassailable and binding on the tenderer.

35. Even after awarding the said contract, the Registry reserves the right to terminate the same at any point of time during the contract period, if services of the successful tenderer are not found satisfactory.
36. In case of default of any conditions stated in regard to, by the successful tenderer during the period of their contract, the security deposit shall stand forfeited without any further notice or opportunity.

#### **E. SUBMISSION OF TENDER**

Interested parties may send two separate sealed envelopes for submitting (i) Earnest Money and (ii) Tender Document superscribing (i) “Earnest money for CAMC of Ricoh Photocopiers” and (ii) “Tender Document for CAMC of Ricoh Photocopiers” on the cover of the respective envelopes addressed by name to undersigned, or may be handed over personally to Registry's Reception Counter No. 17 (R&I) on or before **09.11.2022 upto 3.00 P.M.** which will be opened at 03:30 P.M. on the same day by a Committee of Officers constituted for the purpose before the tenderers or their authorized representatives who may wish to remain present. The tenders received after due date and /or time shall not be entertained. In the first instance, envelope containing ‘Earnest Money’ may be opened and thereafter, the envelope containing financial bid may be opened.

Sd/-

(Anil Kumar Sharma)  
ADDITIONAL REGISTRAR(AM)  
18-10-2022

Encls : ANNEXURES “A” & “B”

**Note : The Registry will remain closed from 23.10.2022 to 30.10.2022 for Diwali Holidays.**

**SUPREME COURT OF INDIA**  
**Admn. Materials (P & S)**

F.No. 23/Photocopier/Pur/18/(AM)

Dated:

**Proforma To Be Filled for Award of CAMC of Ricoh Make Photocopiers**  
**(simplex model -MP-1813 & MP-2014) and Rate Contract for its Consumables**  
**for Two Years**

1. Name of the Firm with Address :
2. GST Number :
3. Nature of business (Manufacturer/  
Service/Repair & Maintenance/others) :
4. Name of the Contact Person with  
Telephone/Mobile No./E-mail ID :
5. Details of previous experience of firm :
6. Rates for Comprehensive Maintenance  
Contract and its Consumables. :

Sl. No.	Ricoh Simplex Model Photocopier Machines and its consumables	CAMC rate per unit/ per year and per unit rate of consumables	GST/Tax, if any	Total Rate per unit/per year including GST
A	Cost for CAMC of Ricoh Photocopier Model- MP-1813 & MP-2014			
B	Cost of Toner (MP-1813 & MP-2014)			
C	Cost of Drum (MP-1813 & MP-2014)			
D	Cost of Developer (MP-1813 & MP-2014)			

**Contd..2/-**



7. Name and Mobile No. of qualified Engineer :
8. Whether all the terms & conditions of NIT are acceptable : Yes/No :
9. Whether tender document ( all pages) duly signed, stamped and ligible :
10. Whether Certificate of Authorization duly issued by the M/s Ricoh India Limited is annexed :
11. Any other information, please specify :

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated :

Signature

Place :

(Name of firm with stamp)

**ANNEXURE-B**

**UNDERTAKING**

I/We undertake that (name of the company) has not been blacklisted/banned by any Government/Public Sector undertaking/Autonomous Body.

Signature of the authorised/  
signatory of the firm/company  
organization/official stamp/seal

Dated :

Place :